



Non-Rep Employee Evaluation

EXHIBITD

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Employee Name: Todd Wolf**Position Title:** City Administrator**Department:** City Management**Reason For Evaluation:**☐ Annual ☒ Other 6 Month ReviewDate of Evaluation: 01/22/21**S.T.A.I.R.S. Approach**

S.T.A.I.R.S. aligns with the City of Sheboygan's core values of service, teamwork, accountability, innovation, respect, and stewardship (fiscal responsibility).

Check the appropriate rating column.

Exceeds Expectations (4)	Meets Expectations (3)	Opportunity for Development (2)	Unsatisfactory (1)
Consistently performs above role requirements	Competent in role	Working toward competency	Not meet role requirements

Exceeds Expectations

Meets Expectations

Opportunity for Development

Unsatisfactory

Service

4

3

2

1

Knowledge of Work:

Familiarity with job skills, policies, procedures, work area, duties, responsibilities

**Public Service Skills:**

Demonstrates Honesty, tact, courtesy, awareness of & sensitivity to customer needs

**Internal Service Skills:**

Demonstrates Honesty, tact, courtesy, awareness of & sensitivity to coworker needs

**Diversity:**

Treats all individuals fairly and respectfully, regardless of their values, beliefs, background, position, or status

**Comments:**

Todd understands the service component of his job. He has a great understanding of his role and responsibility. Todd is beginning to take the steps to further grow and expand his knowledge in diversity and how we can do more.

Teamwork

4

3

2

1

Collaboration: Works with and assists others to achieve departmental and organizational goals and priorities**Communication Skills:** Articulate in expressing facts, ideas, & thoughts with clarity both orally and in writing**Cooperation:** Cooperates with coworkers to ensure alignment with departmental and organizational goals**Trust Building:** Shares information and knowledge readily coworkers and supervisors**Comments:**

Todd is a great team player and more importantly he is a team leader. Todd knows how to collaborate and work towards achieving collective goals.

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S.T.A.I.R.S. Approach				Exceeds Expectations	Meets Expectations	Opportunity for Development	Unsatisfactory
Check the appropriate rating column.							
Exceeds Expectations (4)	Meets Expectations (3)	Opportunity for Development (2)	Unsatisfactory (1)				
Consistently performs above role requirements	Competent in role	Working toward competency	Not meet role requirements				
Accountability				4	3	2	1
Ownership: Responsible for the results of one's actions to ensure they are of the highest quality and are delivered in a timely manner				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Work Commitments: Plans work, meets commitments & deadlines, achieves desired results				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility/Adaptability: Responds and adapts to changing situations, policies, practices, stress, and emergencies				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Todd sets a high standard when it comes to accountability. Ensuring that work is being done and task are being assigned properly.							
Innovation				4	3	2	1
Constructive Feedback: Is open and receptive to personal feedback and uses suggestions to modify behavior when appropriate				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative: Self-motivated & makes effort to complete work with minimal supervision				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving: Generates efficient approaches to addressing problems and opportunities and makes sound decisions after reviewing all relevant information				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology: Demonstrates ability to use technology effectively and productively and continually updates skills and knowledge				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Todd is the strongest advocate in the city for innovation. Todd knows that we need new technology to be more effective in the city.							
Respect				4	3	2	1
Attendance: Punctual to work, to meetings, and from breaks; does not abuse leave time				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude: Has "can-do" approach and strives to maintain an optimistic outlook				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Consciousness: Acts with proper safety habits, maintains equipment, corrects unsafe conditions				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Todd brings great energy to city hall, and goes above and beyond when taking on projects at city hall. Todd needs to make sure he is taking time off to avoid burnout.							

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Exceeds Expectations

Meets Expectations

Opportunity for Development

Unsatisfactory

Stewardship (Fiscal Responsibility)

Resource Management:

Uses city resources and work time wisely to avoid waste

4

3

2

1

Quality of Work:

Completed work is accurate, neat, well organized, articulate, thorough & effective

4

3

2

1

Quantity of Work:

Amount of work produced as compared to quantity standards of the position

4

3

2

1

Comments:

Todd understands the role and responsibility to upholding strong fiscal management in the city.

Overall Performance Rating Totals

Service	Teamwork	Accountability	Innovation	Respect	Stewardship	Total Average
15	16	12	16	12	12	3.96

☒ I agree with this Evaluation.

☐ I do not agree with this Evaluation.
*Written explanation should be attached

Initials:

Supervisor Signature & Date

1/22/2021

Employee Signature & Date

1-22-2021

Director Signature & Date

Overall Comments:

Overall, I agree with Todd's self-evaluation. Todd is doing a wonderful job as our city administrator. 2020 has been a challenging year, but he has been able to tackle all our issues head on. I do believe that Todd has taken on more work than we all anticipated. However, he has adapted and making plans to move forward to address all our issues. Keep up the great work.

Rating Scale for Percentage Increase

Score 3.0 - 4.0 = 2%

Score 2.5 - 3.0 = 1.75%

Score 2.0 - 2.5 = 1.50%

Score Below 1.99 = 0 to 1.25%

Percent Increase

2 %

Non-Rep Employee Evaluation

Performance and Development Goals

Performance Goals: (attach additional documentation as necessary)

Examples- form updates, process documentation, procedure enhancements

1. Working with the Finance Dept, clean up our finance and accounting challenges. Lead a transition to Munis. Find and hire a Finance Director that can lead our dept forward.
2. Continue to fix issues in our HR Dept related to payroll, and benefits. Ensuring that we have a better practice at record retention and tracking.

Other:

Develop a plan and identify key areas to fill our business park and other areas throughout the city.

Development Goals: (attach additional documentation as necessary)

Examples- CPR Certification, Microsoft Office skills coursework, cross-training within department

1. Working with WCMA and ICMA for continued trainings for professional growth and development.
2. Focus on financial processes and practices, and working with CLA for the annual audit. Understanding the issues from our past, and ensuring those areas are not over looked in the future.

Other:

Working on LEAN strategies with the LEAN team in the city

Coaching Dates

Coaching #1:

Coaching #3:

Coaching #2:

Coaching #4:



Non-Rep Employee Evaluation

Employee Name: <u>Todd Wolf</u> Position Title: <u>City Administrator</u> Department: <u>Administration</u>	Reason For Evaluation: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Other Date of Evaluation: <u>7/16/2021</u>
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Service				4	3	2	1
Knowledge of Work: Familiarity with job skills, policies, procedures, work area, duties, responsibilities				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Service Skills: Demonstrates Honesty, tact, courtesy, awareness of & sensitivity to customer needs				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal Service Skills: Demonstrates Honesty, tact, courtesy, awareness of & sensitivity to coworker needs				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diversity: Treats all individuals fairly and respectfully, regardless of their values, beliefs, background, position, or status				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:

Work at listening more and talking less eg. repeating others' presentations.

Teamwork	4	3	2	1
Collaboration: Works with and assists others to achieve departmental and organizational goals and priorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills: Articulate in expressing facts, ideas, & thoughts with clarity both orally and in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cooperation: Cooperates with coworkers to ensure alignment with departmental and organizational goals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trust Building: Shares information and knowledge readily coworkers and supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Be cautious of using acronyms that aren't defined.

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Meeting Work Commitments: Plans work, meets commitments & deadlines, achieves desired results				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility/Adaptability: Responds and adapts to changing situations, policies, practices, stress, and emergencies				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <i>Good job in meeting January 2021 review goals.</i>							
Innovation				4	3	2	1
Constructive Feedback: Is open and receptive to personal feedback and uses suggestions to modify behavior when appropriate				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative: Self-motivated & makes effort to complete work with minimal supervision				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Attitude: Has "can-do" approach and strives to maintain an optimistic outlook				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Consciousness: Acts with proper safety habits, maintains equipment, corrects unsafe conditions				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <i>Work to lead by example, making sure to take time to re-charge... at least one week away from the office. (Health & Safety issue)</i>							

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Stewardship (Fiscal Responsibility)				4	3	2	1
Resource Management: Uses city resources and work time wisely to avoid waste				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work: Completed work is accurate, neat, well organized, articulate, thorough & effective				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work: Amount of work produced as compared to quantity standards of the position				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Keep up the excellent work that you are doing with HR and finance.

Overall Performance Rating Totals

Service	Teamwork	Accountability	Innovation	Respect	Stewardship	Total Average
2.75	3.5	3.66	3.5	3.66	4.0	3.50

- ☐ I agree with this Evaluation.
- ☐ I do not agree with this Evaluation.
*Written explanation should be attached

Initials: [Signature]

Employee Signature & Date

Supervisor Signature & Date

Director Signature & Date

Overall Comments:

To align reviews with the city schedules (bet. Nov. Dec.) we will do a "check in" this year at year end, and schedule a formal review in bet/Nov./Dec. 2022.

Rating Scale for Percentage Increase

Score 3.0 - 4.0 = 2%

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Score 2.0 - 2.5 = 1.50%

Score Below 1.99 = 0 to 1.25%

Percent Increase

%

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Performance and Development Goals

Performance Goals: (attach additional documentation as necessary)

Examples- form updates, process documentation, procedure enhancements

1.

Continue munis integration and training

2.

Continue to monitor finance department changes and work to transition comptroller back to the department by the Spring of 2022.

Other:

a. Coordinate department's annual report with the state of the city report given by the mayor
b.

Development Goals: (attach additional documentation as necessary)

Examples- CPR Certification, Microsoft Office skills coursework, cross-training within department

1.

Support the Mayor, the Council and the department heads by highlighting their work.

2.

Commit to professional growth and development ~~etc~~ eg. diversity & inclusion, communication skill, city administrator protocols, technology

Other:

Coaching Dates

Coaching #1:

Coaching #3:

Coaching #2:

Coaching #4: